OFFICE OF TRAINING

SCHEDULE OF COURSES

JULY - DECEMBER 1973

Tentative: January - June 1974

OFFICE OF TRAINING

SCHEDULE OF COURSES

	1973 Jul - Dec	1974 Jan - Jun
Administrative Procedures 3 or 4 days - full-time	6 - 10 Aug 10 - 14 Sep 15 - 19 Oct 12 - 16 Nov	7 - 11 Jan 18 - 22 Mar 15 - 19 Apr 3 - 7 Jun
ADP Courses (OJCS)	see page 14	
Advanced Intelligence Seminar 3 weeks - full-time	10 - 30 Oct	27 Feb - 19 Mar 24 Apr - 14 May
Advanced Management 3 weeks - full-time	4 - 21 Sep	4 - 22 Feb 3 - 21 Jun
Advanced Operations 8 weeks - full-time	24 Sep - 16 Nov	7 Jan - 1 Mar 1 Apr - 24 May
████████████████████ 2 weeks - full-time	5 - 16 Nov	
Application of Information Science to Intelligence Functions 4 weeks - full-time	To Be Announced	
Basic Operations 16 weeks - full-time	17 Sep - 18 Jan74	25 Feb - 14 Jun
Chiefs of Station Seminar 2 weeks - part-time		4 - 15 Feb 1 - 12 Apr 3 - 14 Jun
China Familiarization 1 week - full-time	17 - 21 Sep 19 - 23 Nov	4 - 8 Feb 6 - 10 May
██████████████████ 1 week - full-time	5 - 9 Nov	25 Feb - 1 Mar 22 - 26 Apr

25X1A

25X1A

	1973 Jul - Dec	1974 Jan - Jun
CIA - Today & Tomorrow 3 days - full-time	To Be Announced	
Clerical Refresher 4 weeks - part-time (Pretest: Wednesday before start of class)	30 Jul - 24 Aug 4 - 28 Sep 8 Oct - 2 Nov 12 Nov - 7 Dec	14 Jan - 8 Feb 11 Mar - 5 Apr 3 - 28 Jun
Clerical Skills Qualifying Test (Typing and Short- hand)	9 Jul 23 Jul 6 Aug 20 Aug 4 Sep 17 Sep 1 Oct 15 Oct 29 Oct 12 Nov 26 Nov 10 Dec	14 Jan 28 Jan 11 Feb 25 Feb 11 Mar 25 Mar 8 Apr 22 Apr 6 May 20 May 3 Jun 17 Jun
Computer Science Courses (OJCS) see page 14		
Counterintelligence Survey 1 week - full-time	17 - 21 Sep 5 - 9 Nov	4 - 8 Feb 22 - 26 Apr
25X1A ▮▮▮▮▮▮▮ Operations Seminar 3 days and 3 evenings	4 - 7 Nov	3 - 6 Mar 5 - 8 May
Effective Briefing 10 weeks - part-time (Friday morning)	7 Sep - 9 Nov	4 Jan - 8 Mar 15 Mar - 17 May
Effective Writing 4 weeks - part-time	10 Sep - 3 Oct 15 Oct - 12 Nov 19 Nov - 12 Dec	7 - 30 Jan 4 - 27 Mar 29 Apr - 22 May
Field Administration 3 weeks - full-time	13 - 31 Aug 29 Oct - 16 Nov	14 Jan - 1 Feb 25 Feb - 15 Mar 22 Apr - 10 May 10 - 28 Jun

	1973 Jul - Dec	1974 Jan - Jun

Fundamentals of Budgeting
  4 days - full-time
  Plus one day the following
  week
	10 - 13 Sep
	15 - 18 Oct
	12 - 15 Nov
		14 - 17 Jan
		11 - 14 Feb
		18 - 21 Mar
		15 - 18 Apr
		13 - 16 May
		17 - 20 Jun

Fundamentals of Supervision
  and Management
  1 week - full-time
	1 - 5 Oct
	29 Oct - 2 Nov
	3 - 7 Dec
		25 - 29 Mar
		15 - 19 Apr
		13 - 17 May

Information Reporting,
  Reports, and Requirements
  3 weeks - full-time
	9 - 27 Jul
	17 Sep - 5 Oct
	29 Oct - 16 Nov
		14 Jan - 1 Feb
		18 Mar - 4 Apr
		6 - 24 May

Information Reports
  Familiarization
  1 week - full-time
	27 - 31 Aug
	15 - 19 Oct
	3 - 7 Dec
		25 Feb - 1 Mar
		22 - 26 Apr
		10 - 14 Jun

Information Science for
  Management
  1 week - full-time
	To Be Announced	

Instructor Training Workshop	Given on request	
Intelligence in World Affairs 4 weeks - full-time	9 Jul - 3 Aug 4 - 28 Sep 15 Oct - 9 Nov 26 Nov - 21 Dec	7 Jan - 1 Feb 18 Feb - 15 Mar 8 Apr - 3 May 20 May - 14 Jun
Intelligence Production 8 weeks - full-time	17 Sep - 9 Nov	4 Mar - 26 Apr

Intelligence Research
  Techniques
  4 weeks - part-time
	Given on request	

Intelligence Writing Workshop
  4 weeks - part-time
  (Tu - Th a.m.)
	3 - 26 Jul
	2 - 25 Oct
		8 - 31 Jan
		5 - 28 Mar
		7 - 30 May

25X1A

5X1A

25X1A

	1973 Jul - Dec	1974 Jan - Jun
Introduction to ▆▆▆▆ ▆▆▆▆ 4 days - full-time	10 - 14 Dec	18 - 22 Mar
Language Courses	See page 8	
▆▆▆▆▆▆▆▆▆▆▆▆▆▆	Given on request	
	Given on request	
Latin American Area Seminar 12 weeks - part-time (usually Tues p.m.)	11 Sep - 27 Nov	29 Jan - 16 Apr
Leadership Conference 3 days - full-time	4 - 6 Dec	8 - 10 May
Management and Services Review: Trends & High-lights (formerly Support Services Review: Trends & Highlights) 1 week - full-time	17 - 21 Sep 29 Oct - 2 Nov 10 - 14 Dec	4 - 8 Feb 1 - 5 Apr 3 - 7 Jun
Managerial Grid 1 week - full-time	14 - 19 Oct 9 - 14 Dec	17 - 22 Mar 7 - 12 Apr 19 - 24 May
Midcareer Course 6 Weeks - full-time	26 Aug - 5 Oct 4 Nov - 14 Dec	27 Jan - 1 Mar 17 Mar - 19 Apr 5 May - 7 Jun
Office Management 4 days - full-time	25 - 28 Sep 27 - 30 Nov	22 - 25 Jan 26 - 29 Mar 21 - 24 May

	1973 Jul - Dec	1974 Jan - Jun
Operational Records I (formerly Clandestine Service Records I) 2 days - full-time	6 - 7 Sep 4 - 5 Oct 6 - 7 Dec	17 - 18 Jan 28 Feb - 1 Mar 11 - 12 Apr 30 - 31 May
Operational Records II (formerly Clandestine Service Records II) 1 week - part-time	10 - 14 Sep 9 - 12 Oct 10 - 14 Dec	21 - 25 Jan 4 - 8 Mar 15 - 19 Apr 3 - 7 Jun
Operational Records III (formerly Clandestine Service Records III) 2 days - part-time	17 - 18 Sep 17 - 18 Dec	11 - 12 Mar 10 - 11 Jun
Operations Support 3 weeks - full-time	10 - 28 Sep 15 Oct - 2 Nov 26 Nov - 14 Dec	26 Jan - 15 Feb 1 - 19 Apr 28 May - 14 Jun
Orientation for Overseas 3 days - full-time	10 - 12 Jul 14 - 16 Aug 2 - 4 Oct 6 - 8 Nov	5 - 7 Feb 5 - 7 Mar 2 - 4 Apr 7 - 9 May 4 - 6 Jun
Orientation to DDO Operations for DDS&T 1 week - full-time	1 - 5 Oct	
25X1A ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ 2 weeks - full-time	26 Nov - 7 Dec	
Politics Workshop 3 days & 3 evenings	As requested by Area Divisions	
Project Officer in the Contract Cycle 1 week - full-time	16 - 20 Jul 15 - 19 Oct 10 - 14 Dec	11 - 15 Feb
Reading Improvement 5 weeks - part-time (Tu-Th)	5 Sep - 10 Oct 19 Nov - 19 Dec	7 Jan - 6 Feb 25 Mar - 24 Apr

	1973 Jul - Dec	1974 Jan - Jun
25X1A ██████████████████████ 1 day - full-time	3 Jul 18 Jul 1 Aug 15 Aug 29 Aug 12 Sep 26 Sep 10 Oct 24 Oct 7 Nov 21 Nov 5 Dec 19 Dec	
Scientific & Technical Operations (formerly Clandestine Scientific & Technical Operations) 2 weeks - full-time	To Be Announced	
Senior Seminar 2 months (approx.)-full-time	16 Sep - 21 Nov	10 Mar - 10 May
Soviet Bloc Operations 2 weeks - full-time	6 - 17 Aug 26 Nov - 7 Dec	25 Mar - 4 Apr 6 - 17 May 3 - 14 Jun
Special Operations Training 10 weeks - full-time	20 Aug - 26 Oct	
Survey of Intelligence Information Systems 3 weeks - full-time	To Be Announced	
25X1A Vietnam Operations ██████ 2 weeks - full-time	13 - 24 Aug 8 - 19 Oct 3 - 14 Dec	11 - 22 Feb 8 - 19 Apr 10 - 21 Jun
25X1A Vietnam Orientation ██████ 4 weeks - full-time	9 Jul - 3 Aug 3 - 28 Sep 29 Oct - 23 Nov	7 Jan - 1 Feb 4 - 29 Mar 6 - 31 May

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		1973 Jul - Dec	1974 Jan - Jun
25X1A	Vietnam Dependents' Orientation 2nd Tuesday of Vietnam Orientation ▉	17 Jul 11 Sep 6 Nov	15 Jan 12 Mar 14 May
25X1A	▉ Defensive Driving 5 days - full-time	30 Jul - 3 Aug 24 - 28 Sep 26 - 30 Nov	

ADMINISTRATIVE-INTERNAL USE ONLY

LANGUAGE TRAINING COURSES*
(3 students minimum)

Beginning Dates 1973-74

Course	Type	FT/PT	Length	Jul	Sep	Nov	Jan	Feb	Mar	May
Chinese 11C	RSU	FT	44 weeks	9	-	-	7	-	-	-
Chinese 21C	RSU	PT	1400 hours	TO BE NEGOTIATED						
Chinese 71C	R	FT	26 weeks	TO BE NEGOTIATED						
Chinese 01C	FAM	PT	40 hours	TO BE NEGOTIATED						
Chinese 81H	R	PT	40 weeks	-	4	-	-	-	-	-
Chinese 82H	R	PT	40 weeks	-	4	-	-	-	-	-
Chinese 22H	RSU	PT	40 weeks	-	4	-	-	-	-	-
Chinese 23H	RSU	PT	40 weeks	-	4	-	-	-	-	-
Chinese 24H	RSU	PT	40 weeks	-	4	-	-	-	-	-
French 11C	RSU	FT	24 weeks	9	10	5	7	-	4	6
French 21C	RSU	PT	400 hours	9	10	5	7	-	4	6
French 19C	RSU	FT	12 weeks	9	10	5	7	-	4	6

*For course descriptions see OTR Catalog

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Beginning Dates 1973-74

Course	Type	FT/PT	Length	Jul	Sep	Nov	Jan	Feb	Mar	May
French 81C	R	PT	240 hours	9	-	-	7	-	-	-
French 91H	RSU	PT	38 wks-BAHLT	-	10	-	-	-	-	-
French 92H	RSU	PT	38 wks-BAHLT	-	10	-	-	-	-	-
French 21H	RSU	PT	40 weeks	-	4	-	-	-	-	-
French 81H	R	PT	40 weeks	-	4	-	-	-	-	-
French 22H	RSU	PT	40 weeks	-	4	-	-	-	-	-
French 82H	R	PT	40 weeks	-	4	-	-	-	-	-
German 11C	RSU	FT	28 weeks	9	10	5	7	-	4	6
German 21C	RSU	PT	500 hours	9	10	5	7	-	4	6
German 81C	R	PT	300 hours	TO BE NEGOTIATED						
German 91H	RSU	PT	38 wks-BAHLT	-	10	-	-	-	-	-
German 92H	RSU	PT	38 wks-BAHLT	-	10	-	-	-	-	-
Greek 11C	RSU	FT	44 weeks	-	10	-	7	-	-	6
Greek 21C	RSU	PT	700 hours	TO BE NEGOTIATED						
Greek 81C	R	PT	450 hours	TO BE NEGOTIATED						

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Beginning Dates 1973-74

Course	Type	FT/PT	Length	Jul	Sep	Nov	Jan	Feb	Mar	May
Indonesian 11C	RSU	FT	24 weeks	-	-	-	-	-	-	6
Indonesian 81C	R	PT	200 hours	TO BE NEGOTIATED						
Italian 11C	RSU	FT	24 weeks	-	10	-	7	-	-	6
Italian 21C	RSU	PT	400 hours	TO BE NEGOTIATED						
Italian 19C	RSU	FT	12 weeks	TO BE NEGOTIATED						
Italian 81C	R	PT	240 hours	TO BE NEGOTIATED						
Japanese 11C	RSU	FT	44 weeks	-	10	-	-	-	4	-
Lao 11C	RSU	FT	32 weeks	-	10	-	7	-	-	6
Persian 11C	RSU	FT	36 weeks	-	10	-	7	-	-	-
Persian 31C	SU	FT	24 weeks	TO BE NEGOTIATED						
Persian 81C	R	PT	300 hours	TO BE NEGOTIATED						
Persian 01C	FAM	PT	30 hours	TO BE NEGOTIATED						
Polish 11C	RSU	FT	28 weeks	-	10	-	7	-	-	6
Polish 21C	RSU	PT	700 hours	TO BE NEGOTIATED						

ADMINISTRATIVE-INTERNAL USE ONLY

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Beginning Dates 1973-74

Course	Type	FT/PT	Length	Jul	Sep	Nov	Jan	Feb	Mar	May
Portuguese 11C	RSU	FT	24 weeks	-	10	-	7	-	-	6
Portuguese 19C	RSU	FT	12 weeks	-	10	-	7	-	-	6
Romanian 11C	RSU	FT	24 weeks	-	10	-	7	-	-	6
Romanian 21C	RSU	PT	500 hours	TO BE NEGOTIATED						
Romanian 81C	R	PT	300 hours	TO BE NEGOTIATED						
Russian 11C	RSU	FT	48 weeks	-	10	-	7	-	-	6
Russian 21C	RSU	PT	700 hours	-	10	-	7	-	-	6
Russian 81C	R	PT	400 hours	TO BE NEGOTIATED						
Russian 91H	RSU	PT	38 wks-BAHLT	-	10	-	-	-	-	-
Russian 92H	RSU	PT	38 wks-BAHLT	-	10	-	-	-	-	-
Russian 23H	RSU	PT	40 weeks	TO BE NEGOTIATED						
Russian 01H	FAM	PT	20 hours	-	4	-	-	11	-	6
Russian 81H	R	PT	200 hours	-	4	-	-	11	-	-
Russian 82H	R	PT	200 hours	-	4	-	-	11	-	-
Russian 85H	R	PT	120 hours	-	4	-	-	11	-	-

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ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

Beginning Dates 1973-74

Course	Type	FT/PT	Length	Jul	Sep	Nov	Jan	Feb	Mar	May
Russian 86H	R	PT	120 hours	-	4	-	-	11	-	-
Russian 87H	R	PT	40 hours	-	4	-	-	11	-	-
Russian 88H	R	PT	120 hours	-	4	-	-	11	-	-
Serbo-Croatian 11C	RSU	FT	28 weeks	-	10	-	7	-	-	6
Serbo-Croatian 21C	RSU	PT	700 hours	TO BE NEGOTIATED						
Spanish 11C	RSU	FT	24 weeks	9	10	5	7	-	4	6
Spanish 21C	RSU	PT	400 hours	9	10	5	7	-	4	6
Spanish 19C	RSU	FT	12 weeks	9	10	5	7	-	4	6
Spanish 81C	R	PT	240 hours	9	-	-	7	-	-	-
Spanish 91H	RSU	PT	38 wks-BAHLT	-	10	-	-	-	-	-
Spanish 92H	RSU	PT	38 wks-BAHLT	-	10	-	-	-	-	-
Spanish 21H	RSU	PT	40 weeks	-	4	-	-	-	-	-
Spanish 81H	R	PT	40 weeks	-	4	-	-	-	-	-
Spanish 22H	RSU	PT	40 weeks	-	4	-	-	-	-	-
Spanish 82H	R	PT	40 weeks	-	4	-	-	-	-	-

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

Beginning Dates 1973-74

Course	Type	FT/PT	Length	Jul	Sep	Nov	Jan	Feb	Mar	May
Swedish 11C	RSU	FT	24 weeks	-	10	-	7	-	-	6
Swedish 21C	RSU	PT	400 hours	TO BE NEGOTIATED						
Swedish 81C	R	PT	240 hours	TO BE NEGOTIATED						
Thai 11C	RSU	FT	32 weeks	-	10	-	7	-	-	6
Thai 01C	FAM	PT	30 hours	TO BE NEGOTIATED						
Turkish 11C	RSU	FT	36 weeks	-	10	-	-	-	4	-
Vietnamese 11C	RSU	FT	36 weeks	-	10	-	7	-	-	-
Vietnamese 19C	RSU	FT	6 weeks	TO BE NEGOTIATED						
Vietnamese 81C	R	FT	240 hours	TO BE NEGOTIATED						

RSU - Reading, Speaking, and Understanding
R   - Reading Only
FAM - Familiarization
FT - Full-time
PT - Part-time
C   - Chamber of Commerce
H   - Headquarters

For course descriptions see OTR Catalog

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ADMINISTRATIVE-INTERNAL USE ONLY

Office of Joint Computer Support

	1973 Jul - Dec	1974 Jan - Jun
ADP I 3 days - full-time	9 - 13 Jul 10 - 13 Sep 5 - 9 Nov	(To Be Announced)
Advanced PL/1 1 week - full-time	26 - 30 Nov	
ALC 1 1 week - full-time	30 Jul - 3 Aug	
ALC 2 1 week - full-time	6 - 10 Aug	
ALC Workshop 4 days - full-time	13 - 17 Aug	
APL 2 weeks - part-time	10 - 21 Dec	
APL for Analysts 1 week - part-time	30 Jul - 3 Aug 29 Oct - 2 Nov	
Basic PL/1 2 weeks - full-time	20 - 31 Aug	
Flowcharting 1 week - full-time	16 - 20 Jul	
Intermediate PL/1 1 week - full-time	4 - 7 Sep	
JCL Workshop 2 weeks - full-time	17 - 28 Sep	
OJCS - Time Sharing 1 week - full-time	23 - 26 Oct	
PL/1 Workshop 1 week - full-time	10 - 14 Sep	

	1973 Jul - Dec	1974 Jan - Jun
Structured Programming 1 week - full-time	1 - 5 Oct	(To Be Announced)
Structured Programming Workshop I 2 weeks - full-time	9 - 19 Oct	
Systems S360/370 Introduction 1 week - full-time	23 - 27 Jul	
Systems Analysis I 1 week - full-time	5 - 9 Nov	
Systems Analysis II 1 week - full-time	3 - 7 Dec	